*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Flexible working acceptance letter***

*If you decide to accept an employee’s request for flexible working arrangements, you should write to them as soon as possible establishing a start date and providing details of the contract variation, i.e. the new agreed working pattern and what additional changes this may make to their terms and conditions of employment. Be aware that any change to working hours, times of work, place of work, etc. constitutes a permanent variation to the employee’s terms and conditions of employment, unless you specifically agree otherwise.*

Date *(insert date)*

Dear *(insert name of employee)*

Following receipt of your flexible working application and our [telephone] meeting [held remotely via online video conferencing] on .......... *(insert date)*, I have considered your request for a new flexible working pattern.

[I am pleased to confirm that the Company is able to accommodate your flexible working request.]

OR

[Unfortunately, as explained to you at the meeting, the Company is unable to accommodate your original request. However, as we also discussed, I am able to offer you [a modified/an alternative] flexible working arrangement, which you agreed would be suitable for you.]

Your new working pattern will be as follows: .......................................... *(insert details of the new days/hours/times of work or place of work)*.

Your new working arrangements will begin from ..................... *(insert date)* [and end on ..................... *(insert date)*].

[Please note that the change in your working pattern represents a permanent change to your terms and conditions of employment and you have no right in law to revert to your previous working pattern at a future date.]

OR

[As we agreed, the change in your working pattern constitutes a temporary change only to your terms and conditions of employment for a fixed period of ..................... *(insert duration)*. You will then revert to your previous working pattern at the end of this fixed period.]

[The [permanent/temporary] change in your working pattern set out above means the following additional [permanent/temporary] changes need to be made to your terms and conditions of employment: .......................................... *(insert details, for example revised salary and annual leave entitlement where hours of work have been reduced)*.]

For the avoidance of doubt, all the other terms and conditions of your employment, as set out in your contract of employment, will remain the same and your continuity of employment for statutory and contractual purposes will be preserved.

If you have any questions on the information provided in this letter or you would like to have a discussion to clarify any further information that may be helpful in implementing this change in your working pattern, please contact ...................... *(insert name and contact details)*.

Otherwise, please sign the attached duplicate copy of this letter and return it to ................... *(insert name and contact details)* to signify your agreement to the changes set out above.

Yours sincerely

..............................................

*(Insert signature and name of author)*

Enc

I accept the [permanent/temporary] changes to my terms and conditions of employment set out in this flexible working acceptance letter dated ..................... *(insert date)*.

Signed: ........................................ .

Date: ........................................... .